

BOARD POLICY	
<b>SUBJECT</b>	<b>Use of County Buildings</b>
<b>POLICY NUMBER</b>	<b>BP94-14</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>October 20, 1994</b>
<b>REVISION DATE</b>	<b>September 22, 1999</b>
<b>HISTORICAL REFERENCE</b>	<b>R94-200; R97-165; R99-171</b>

Purpose: The County owns a variety of building facilities which are from time to time made available to York County governmental agencies and outside organizations or individuals. This general policy governs the terms and conditions for use of these facilities.

Procedure:

1. Statements of Policy and Objectives:

The primary purpose of County facilities is to assist the County's operating agencies in accomplishing governmental purposes. However, it is the policy of the Board of Supervisors to permit the reasonable use of those facilities by outside organizations or individuals when selected facilities are not in use or otherwise needed for governmental purposes. It is the intent of this policy to provide a broad framework applicable to all County facilities. Additional regulations and guidelines applicable to facility usage may be issued by the County Administrator or designee where appropriate and necessary because of usage, physical design and other circumstances that are unique to each facility.

2. Costs:

Normally no charges will be assessed for facility use during designated office hours. However, a fee will be charged if a facility is made available outside established office hours to cover the costs associated with supervising and cleaning the facility. A fee of \$60 for up to three hours of use will be charged outside organizations or individuals if a facility is made available for weekend use to cover the costs associated with supervising and cleaning the facility. An additional \$15 per hour will be charged if weekend use is requested beyond three hours. In addition, facility users will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use. Fees for weekend use can be waived if a facility is already scheduled to be open to the general public and additional County staff is not needed for the proposed activity. No refunds will be made for cancellations unless notice is given at least seven days prior to the reserved date.

3. Reservation Procedures:

All requests for use of a County facility must be made in writing on an application form provided by the County. Priority will be given to activities of the Board of Supervisors and to activities sponsored by County Departments or Agencies. All other reservations will be made on a first come, first served basis and may be revoked by the County Administrator on a 24-hour notice if the facility is needed for governmental services. In the event emergency situations arise (e.g. hurricanes, etc.), authorization for use of the facility may be canceled/revoked by the County Administrator with less than 24 hours notice. Applications for use of a County facility shall be reviewed and may be approved by the Department Director or Agency Head having responsibility for the facility if:

- a. the proposed activity or use will not unreasonably interfere with or detract from the efficient delivery of services by the County;
- b. the requested use is not during hours when the facility is needed for County Department or Agency use;
- c. the proposed activity or use of the public building will not unreasonably interfere with or detract from the general public's use or enjoyment of the public building or with other scheduled activities;
- d. the event is of such a nature or duration that it can be reasonably accommodated in the particular public building applied for;

- e. the proposed activity and use is not reasonably anticipated to incite or result in violence, crime, or disorderly conduct which is beyond reasonable control;
- f. the proposed activity to be conducted by the applicant will not entail unusual, extraordinary, or burdensome expense, or police operation by the County;
- g. the facilities desired have not been reserved for other use at the day and hour requested in the application;
- h. the applicant, or the person on whose behalf the application is made, does not have a history of violating permit conditions or a history of failing to pay in full for any damages caused to County property, and has no other outstanding unpaid debts to the County;
- i. the proposed use is consistent with the provisions of the County Code and State and federal laws;
- j. the facility has been designated by the County Administrator as a facility that is available for the use;
- k. the requested use will be during hours when the facility is open for public use; and
- l. a responsible adult accepts responsibility for supervising the planned activity.
- m. the application contains no material falsehoods or misrepresentations;
- n. the applicant is legally competent to be sued;
- o. the proposed activity would not present an unreasonable danger to the health or safety of the applicant or other users of the building, to County employees, or to the public.

The grant of permission for the use of a facility may contain such conditions as are reasonably consistent with the protection and use of public buildings for purposes for which they are maintained. It may also contain reasonable limitations on the time and area within which the activity is permitted. If an application is denied, the reasons therefore shall be stated to the applicant in writing.

4. Responsibility for Property:

The County of York assumes no responsibility for property brought on the premises or for lost or stolen items. The County also assumes no responsibility for injuries or illness sustained and/or contracted on the premises.

5. Use of Building Facilities by Outside Organizations:

- a. No fund-raising activities shall be conducted in County buildings for non-County governmental related purposes.
- b. All publicity (e.g., posters, brochures, throw-aways, radio or television announcements) must carry the name of the organization sponsoring the meeting. The County may not be identified as sponsor or co-sponsor without prior written approval of a County Department Director/Agency Head.
- c. Neither the name nor the address of a County facility may be used as the official address or headquarters of an organization.
- d. The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the County.
- e. Use of a facility more than once a month to accommodate routine organizational meetings is not permitted. Requests for regular monthly use shall be made on a month-to-month basis. (The Charles Brown Park Community Services Center and York Hall are exempt from this provision.)

6. Policy Governing Conduct:

- a. Users of County building facilities are responsible for the proper conduct of members or guests.

- b. Neither alcoholic beverages nor illegal drugs, nor any person under the influence of alcohol or illegal drugs, shall be allowed on the premises, provided however, that with the specific authorization and sanction by the Board of Supervisors, receptions involving the serving of alcoholic beverages may be held in County buildings by the County or by a County government-related organization.
- c. Betting or gambling in any form is prohibited.
- d. Riotous, boisterous, threatening, or ~~indecent~~ obscene conduct, or the use of abusive, threatening, profane, or ~~indecent~~ obscene language, shall not be permitted.
- e. Smoking is not permitted in County building facilities.
- f. Additional rules, regulations, and/or limitations that are applicable to specific building facilities will be issued during the reservation process.

## ATTACHMENT A

### FACILITIES AVAILABLE FOR YORK GOVERNMENTAL AND OUTSIDE ORGANIZATIONS

FACILITY	LOCATION	APPROVAL AUTHORITY	OCCUPANCY LIMIT	HOURS OF AVAILABILITY (at no charge)
<a href="#">Public Safety Meeting Room (available only for York County governmental meetings and functions)</a>	Public Safety Building	Department of Fire and Life Safety	120 with chairs only 55 with tables and chairs	9:00 a.m. to 10:00 p.m. Monday – Friday
Griffin-Yeates Conference Auditorium	Griffin-Yeates Center	Department of Community Services	60 with chairs only 30 with tables and chairs	5:00 p.m. to 10:00 p.m. Monday – Friday
York Library Branch Community Room	Public Library	Public Library	115 with chairs only 50 with tables and chairs	During Established Library Hours
Tabb Library Branch	Public Library	Public Library	110—chairs only 50 with tables and chairs	During Established Library Hours
Meeting Room ( <a href="#">East Room</a> ), 1 <sup>st</sup> Floor	York Hall	County Administration	<del>90</del> 30-General Seating	8:00 a.m. to 10:00 p.m. 7 days a week
Board Room, 2 <sup>nd</sup> Floor	York Hall	County Administration	120 Fixed Seating	8:00 a.m. to 10: 00 p.m. 7 days a week
Community Services Center	Charles E. Brown Park	Division of Parks and Recreation	145 with chairs only 65 with tables and chairs	8:00 a.m. to 10:00 p.m. 7 days per week, and other times when arranged with Parks and Recreation.

**NOTE:** Except for the Charles E. Brown Park Community Services Center ~~and the Public Safety Building Meeting Room~~, building facilities are not available during established County holidays.